Approved For Release 2000/08/26 : CIA-RDP60-00346R000100470017-2

RPP

CENTRAL INTELLIGENCE AGENCY
2430 E Street, N.W.
Washington 25, D.C.

NIS CHAPTER IX MEMO NO. 30

DATE 8 February 1957

MEMORANDUM FOR: NIS Chapter IX Contributors

SUBJECT: Submission of manuscript material

1. In all future contributions to Chapter IX, please include the word "Item" before the item number for each individual item listed. It should be typed on the same line as the beginning of the citation, as indicated below:

Item 9. Central America; 1:250,000; Army Map Service; 1934-50; Universal Transverse Mercator grid on five sheets, graticule; AMS Call No. E23 26-90000-250, distributed as AMS E501. Unclassified.

2. Your attention is called to NIS Chapter IX Memo No. 6, 21 December 1954, which states that each item should be submitted on a separate page.

3. You are reminded also that the citation for an item should be typed in double space and the rest of the item in triple space.

4. If additional questions arise concerning spacing, margins, etc., please consult the ditto copy of a recent Chapter IX or call [redacted] (Code 143, ext. 2384).

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CENTRAL INTELLIGENCE AGENCY
2430 E Street, N.W.
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RMP

NIS CHAPTER IX MEMO NO. 31

DATE 8 February 1957

MEMORANDUM FOR: NIS Chapter IX Contributors

SUBJECT: Translation of Foreign Authority Names

1. Please submit with each contribution to Chapter IX an alphabetical list of the non-English-language authorities mentioned in the Section 91 part of the contribution. Supply also the English translation, and identify the language in which the original appears, as follows:

Agency name	Translation	Language
Ministère des Travaux Publics et des Transports	Ministry of Public Works and Transportation	French

etc.

2. Your attention is called to NIS Chapter IX Memo No. 20, 4 August 1955, which outlines the policy for translation of foreign authority names.

3. In many recent contributions to Section 90, foreign authority names have been given in English only. Please make every effort to supply the official foreign title as well as the English translation for all authorities discussed in this Section. If the foreign name cannot be obtained, that fact should be noted in the manuscript, to obviate future questions on the part of the coordinator.

4. The authority names included in the citation in Section 91 will, as in the past, be given in the language in which they appear on the maps cited.

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